



administrative

MEMO

Policy and Procedure

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INDIVIDUAL RESPONSIBILITIES
FOR
ACHIEVING AN IMPROVED ENERGY CONSERVATION PROGRAM

The Laboratory is committed to energy conservation and has made significant progress, but a great deal more remains to be done. An important part of a successful conservation program is the contribution made by each individual employee. Our Conservation Staff in Plant Engineering has observed that, in some areas, this contribution by individuals has not reached its full potential. The intent of this memo is to reacquaint all Laboratory employees with their potential contribution toward achieving an improved Energy Conservation Program. Following is a description of each employee's responsibilities for these areas of energy usage.

LIGHTING

Employees should turn off the lights in their work area if the area will be vacant for 1/2 hour or more. The last employee to leave a work area at the end of a shift should turn off the lights in the area. If natural illumination provides sufficient lighting in a work area, turn off the lights.

RESEARCH EQUIPMENT

Employees responsible for the monitoring and/or operation of research equipment should insure that the equipment is operated using the minimum energy necessary to accomplish the required work. If equipment uses large quantities of electrical power it is better not to operate equipment between 1200 (noon) and 1900 (7 p.m.) if possible, since the cost of operation can be higher during this period. Be sure to shut down the research equipment any time that operation is not essential.

HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT

Set thermostats in accordance with the following schedule:

1. "Special" areas, such as computer rooms, etc. - No change, set for required conditions.

2. Thermostats tagged and set at selected temperatures for energy conservation - No change, leave at tagged set point.
3. Other thermostats:
 - a. When outside air temperatures are 70°F or higher, set thermostats at 78°F.
 - b. When outside air temperatures are below 70°F, set thermostats at 65°F.

Time clocks have been installed in Laboratory buildings that do not require 24 hour conditioning. These time clocks are set for the hours requested by each building coordinator. If the hours are not suited to the programmatic need, then contact the building coordinator so that he can have the hours changed.

In other buildings and trailers, the shutdown of equipment, such as window air conditioning units, unit heaters, fan coil units, unit ventilators, or other equipment with local control, is the responsibility of the building coordinator during normal working hours. At other than normal working hours, the person that turns the equipment on is responsible for turning it off.

Our Conservation Staff has observed windows open while the air conditioning system serving the space is operating. Either the window may be opened, or the system may be on...but, please not both.

FANS AND PORTABLE HEATERS

Employees should minimize the use of either fans or portable heaters. The energy consumption by one fan or one portable heater is not significant, BUT, the total consumption for hundreds of each is very significant.

Your help in this important area is needed and will be appreciated.

James L. Olsen
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